

# RECREATION FACILITY RENTAL APPLICATION



Facility name: \_\_\_\_\_ Dates requested: \_\_\_\_\_  
Type of activity: \_\_\_\_\_ Time of event: \_\_\_\_\_

(Including set-up and clean-up)

Expected Attendance: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Open to the public? \_\_\_\_\_

Will sales/money transfers take place on the premises? \_\_\_\_\_ Type of sales \_\_\_\_\_

Will beer or wine be served (NO hard liquor is permitted)? Yes\* No Time alcohol served: \_\_\_\_\_

(Limited to three hours)

Will food be sold? Yes\* No Will food be catered? Yes\* No

Room Space and Equipment Needs: \_\_\_\_\_ Main Hall/Gymnasium \_\_\_\_\_ Meeting Room

\_\_\_\_\_ Kitchen \_\_\_\_\_ Number of tables \_\_\_\_\_ Number of chairs

Other: \_\_\_\_\_

## REGULATIONS AND POLICIES:

- Reservation will not be confirmed until deposits are paid in full. \$50 cleaning deposit for general rentals; \$100 cleaning deposit for alcohol, profit or commercial rentals.
- \*Proof of liability insurance in the form of a **Certificate of Insurance** must be provided in the minimum amount of \$500,000 when alcohol is being served and when catered food is served. If food is to be sold, a temporary restaurant license must be obtained from Lane County Environmental Health. Other activities or uses may require a Certificate of Insurance as determined by the facility supervisor and or risk manager.
- Security personnel may be required for certain uses or activities as determined by the facility supervisor. If this is required, you'll be notified of any fees that may/will be charged to you.
- Rental fees must be paid in full and a Certificate of Insurance on file with the City **two weeks** prior (date is hereby indicated as \_\_\_\_\_) to the rental date or rental agreement(s) will be terminated. If the City terminates the rental as a result of your failing to meet the deadline, you will not be refunded your deposit.
- A deposit may be returned under the following conditions:
  - If cancellation occurs PRIOR TO \_\_\_\_\_ (date).
  - The facility is left undamaged and all conditions of the rental agreement(s) have been met.
- The renter will be billed for damages or losses in excess of the deposit.
- The rental supervisor reserves the right to monitor, intervene or terminate the event at any time.
- The City of Eugene or its representatives are not responsible for any lost, stolen or damaged property.
- At least one rental supervisor is required to be on duty; this fee is included in the rental charge.
- Renter is responsible for knowing and adhering to all appropriate park and or recreation facility rules.
- Applicant must sign in agreement of the **Indemnity Agreement on back page**.

Name of Applicant /Responsible Party: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization if Applicable: \_\_\_\_\_

Rental: Private City Affiliated Community Partner Other: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell#: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## OFFICE USE ONLY

Room Space Fee Rental Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Main Hall/Gym \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_ Meeting Room(s) \_\_\_\_\_ Notes: \_\_\_\_\_

\_\_\_\_\_ Kitchen \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Out of District Fee \_\_\_\_\_ Insurance required: Yes No Insurance Received \_\_\_\_\_

\_\_\_\_\_ Total Rental Fees: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Deposit Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Deposit Returned: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

(After hour problems call 682-5111 or 682-5112) -OVER- (FOR INFORMATION/SIGNATURE LINE)

## **INDEMNITY AGREEMENT**

Applicant agrees to be bound by the above regulations and policies, understanding that violation of any of these regulations and policies may result in immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit, and will jeopardize future use of the facility.

Applicant agrees to indemnify and hold the City, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant agrees that during the use of the recreation facility, applicant will not exclude any individual from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, source of income or disability, as outlined in Eugene Code 4.613.

Applicant understands that the City of Eugene is not a sponsor of this activity nor will it provide any supervision of the activity.

Applicant understands that the City makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application and that it and the other participants will be using the facilities at its own risk.

### **APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:**

- Signature is required.
- Signature is acknowledgment that applicant has read and understands the Indemnity Agreement.

Signature of Applicant/Authorized Representative of

Applicant: \_\_\_\_\_

(Must be 21 years of age or older)

Date: \_\_\_\_\_